

PD #01 GS-0028 13 PD01

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION		2. POSITION NUMBER	
3. CLASSIFICATION ACTION a. Reference of Series and Date of Standards Used to Classify this Position					
b. Title		c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation					
4. Supervisor's Recommendation	Environmental Protection Specialist	GS	0028	13	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE Christenson, David			
7. ORGANIZATION (Give complete organizational breakdown)		e.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Ecosystems Protection & Remediation		g.			
c. Support Program, Data Systems Unit		h. Employing Office Location			
d.		i. Organization Code 90832260			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations					
a. Typed Name and Title of Immediate Supervisor Russell Leclerc, Program Director, SP		d. Typed Name and Title of Second-Level Supervisor Sandra Stavnes, Acting, Deputy, ARA, EPR			
b. Signature 	c. Date 7/17/12	e. Signature 		f. Date 7/18/12	
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards					
a. Promotion Potential <input type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required	d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent		e. FLSA Determination <input checked="" type="checkbox"/> NONEXEMPT <input type="checkbox"/> EXEMPT* (*check exemption category) <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive	f. Functional Classification Code 00
g. Bargaining Unit Code 0011	h. Check, if applicable: <input checked="" type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (___ % of time) <input type="checkbox"/> This position is subject to random drug testing (___)		i. Classifier's Signature K. VAHENE MARTIN		j. Date 11-21-02
11. REMARKS REORG EFF 7-29-12					

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Denver CO		2. POSITION NUMBER 00053456		
3. CLASSIFICATION ACTION a. Reference of Series and Date of Standards Used to Classify this Position OPM PSC: EPS CS-0628, TS-133 DATED 3/95, Information Technology Group-2200						
		b. Title	c. Service	d. Series	e. Grade	f. CLC
Official Location	Environmental Protection Specialist		GS	0008	13	100
SUPERVISOR'S RECOMMENDATION	Environmental Protection Specialist		GS	0028	13	
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE Christenson, David C			
7. ORGANIZATION (give complete organizational breakdown)						
a. U. S. ENVIRONMENTAL PROTECTION AGENCY			e.			
b. Regional Administrator for Region 8			f.			
c. Ofc of Ecosystems Protection and Remediation			g.			
d. Program Support			h. EPAYS Organization Code 90832000			
8. SUPERVISORY/MANAGERIAL DESIGNATION						
<input type="checkbox"/> [S] First or Second level supervisor. An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide.						
<input type="checkbox"/> [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.						
<input type="checkbox"/> [M] A manager who directs the work of an organization, is accountable for the success of line or staff programs; monitors, evaluates and adjusts program activities, and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager. A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.						
<input type="checkbox"/> [T] "Team Leader" This position meets the requirements for coverage under Part II of the General Schedule Leader Grade Evaluation Guide.						
<input checked="" type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.						
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.						
a. Typed Name and Title of Immediate Supervisor			d. Typed Name and Title of Second-Level Supervisor			
b. Signature Bill Murray		c. Date 11/21/02	e. Signature Max Dodson		f. Date 11/21/02	
10. OFFICIAL CLASSIFICATION CERTIFICATION						
<input checked="" type="checkbox"/> a. X This position has no promotion potential. If position develops as planned and employee progresses satisfactorily this position has known promotion potential to grade _____.			<input checked="" type="checkbox"/> b. Fair Labor Standards Act <input checked="" type="checkbox"/> Nonexempt <input type="checkbox"/> Exempt		c. Functional Code	
d. Bargaining Unit Code 011	<input checked="" type="checkbox"/> e. Check, if applicable: <input checked="" type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties _____ % of time. This position is subject to random drug testing ()		f. Signature Valerie Martin		g. Date 11/21/02	
MARKS						

POSITION DESCRIPTION

Environmental Protection Specialist, GS-0028-13

Introduction

SUPPORT PROGRAM, DATA SYSTEMS UNIT

This position is on the ~~Program Support Group (PSG) Data Team~~ of the Office of Ecosystem Protection and Remediation (EPR). The EPR data team is responsible for data base development, data base management support, data analysis and interpretation to all programs within EPR. The incumbent performs a variety of duties to support the Superfund program. Primary duties for this position include supporting and integrating regional records management, environmental data database, and public access Web site computer systems. Incumbent influences regional and national policies to develop training, standards, organization of information on these systems. Incumbent studies long range agency needs and trends and incorporates them into recommendations for these computer systems. Incumbent also coordinates and develops training materials for national workshops and regional workshops related to these computer systems. Incumbent also converts and publishes Region 8 Superfund program information on the EPA's public access Web site.

Duties

Incumbent supports installation, maintenance and integration of standard and "non-standard" computer systems and software applications in accordance with the needs of the Superfund program. Support may involve developing computer security plans for applications, obtaining waivers from regional or national standards for non-standard computer system configuration requirements, remote access account management, coordinating contractor and EPA application administration, and providing training to application users. Non-standard applications may include document management applications (e.g. SDMS and commercial software), program management databases (e.g. CERCLIS) environmental data management applications, and others.

Incumbent participates in setting EPA regional and national standards for Superfund electronic data management and publication. On a national level, the position requires coordination with Headquarters Superfund program, the national EPA Web Workgroup, EPA's Enterprise Technologies Service Division, and EPA's Office of Communications, Education, and Media Relations. Position requires regional level coordination with the Information Services Program, Regional Office of Communications and Public Involvement, and Superfund program staff. Incumbent participates in regional and national workgroup meetings as appropriate.

Incumbent serves as webmaster for the Region 8 Superfund program. Incumbent seeks out Region 8 Superfund program material, and publishes appropriate information to the EPA's Web site. Incumbent balances technical capabilities of EPA's computer systems, availability of electronic information, Superfund program needs, and public interest in selecting information for Web publication. Incumbent provides software training support to regional Superfund and other program staff to assist them in contributing Web content to the region's Web site. Incumbent is responsible for all content on the Region's Superfund Web site. Incumbent provides back up support to other EPA regional program offices for Web publication services.

Incumbent may participate in other duties as assigned.

Knowledge Required by the Position

Position requires expert knowledge of regional and national programmatic policies and procedures as well as EPA computer policies and procedures. Position requires expert knowledge of database and Web content management software. Knowledge of a wide range of computer techniques, requirements, methods, sources, and procedures to perform a variety of assignments in the assigned application or specialty area. Knowledge of system software and systems development life cycles (including systems documentation, design development, configuration management, cost analysis, data administration, systems integration, and/or testing) to analyze the hardware and/or software requirements of a computer system and determining the best development and/or programming approach. Knowledge of technical system design and data management and/or maintenance principles and techniques to evaluate alternative approaches in recommending solutions to problems such as database management, computer system update, or LAN administration problems.

Supervisory Controls

The employee receives assignments with overall objectives and resource limits, and collaborates with the supervisor on program or specialized requirements and time constraints. Completes assignments independently, keeping the supervisor informed of progress and potential controversies or problems with widespread impact. Coordinates with principal organizational representatives as necessary to resolve problems and to achieve desired objectives. Completed work is reviewed for conformance to overall requirements, compatibility with other work, and effectiveness in achieving objectives.

Guidelines

The employee must interpret or adapt available guidelines because they lack specificity for many applications e.g., Service/agency policies, Federal and other government laws and regulations, scientific and technical references, and administrative policies and precedents. The employee must modify and extend accepted principles and practices in the development of solutions to problems where available precedents are not directly applicable. The employee exercises judgment in analyzing and extrapolating from the guidelines to arrive at a finding or decide on a particular course of action. Employee may develop and recommend new or substantially modify methods, criteria or policies.

Complexity

Assignments consist of projects, studies, or evaluations characterized by the need for substantial problem analysis. Actions require continuing efforts to establish concepts, theories, or programs, or to resolve previously unyielding problems. Deciding what has to be done typically involves assessing situations complicated by conflicting or insufficient data which must be analyzed to determine the applicability of established methods. The work requires consideration of considerable data. The level of difficulty is typified by developing specifications for (a) major modifications to existing systems, or (b) new systems where precedents exist on the same general

scale of operation as the new systems

Assignments may also involve intensive analysis and problem solving in a specific program or functional area. To determine what needs to be done, the employee assesses very complex, diverse circumstances, typified by uncertainty in approach or interpretation resulting from such concerns as continuing program changes, technological developments, or conflicting interests or ideas. Often the employee must develop methods and techniques to modify accepted specialized procedures, formulating new approaches that serve as precedents for the use of other specialist and managers; or develop policy guidance and procedural material for use by operating personnel.

Scope and Effect

5-5,325 pt.

The work involves isolating and defining issues or conditions, investigating and analyzing a variety of unusual problems, questions, or conditions associated with a particular application or specialty area; or formulating projects or studies such as those to substantially alter major systems. The work affects a wide range of agency activities.

Personal Contacts

4-3/7-6,180 pt.

Contacts in addition to those within the agency, are with national program managers, vendor representatives, computer personnel of other agencies, representatives of professional associations, and the like. Contacts are also with high ranking officials at the Federal and State level. This level may also include contacts with the head of the employing agency or program officials several managerial levels above the employee when such contacts occur on an ad hoc or other irregular basis.

Purpose of Contacts

7-C

The purpose of contacts is to represent EPA regionally and nationally to justify, defend, negotiate the feasibility of using controversial computer systems, approaches and proposals and (a) influence others to utilize particular technical methods and procedures, or (b) to persuade others to cooperate in meeting objectives when there are problems in securing cooperation.

Physical Demands

8-1,5 pt.

The work is sedentary. No special physical demands are required to perform the work. Duties may require lifting and carrying computer equipment such as monitors and printers. Regular state office visits will be necessary.

Work Environment

9-1,5 pt.

The work is performed in a typical office setting. Special safety precautions are not required.

Information Technology Support Specialist
Justification for GS-13

Complexity

The Information Technology Support Specialist on the Ecosystem Protection and Remediation Data Team is responsible for a variety of office-wide and Superfund program support activities and duties. Along with the Data Team Leader and other team members, the incumbent develops, designs, implements and manages complex and unique database management and data service solutions for a variety of EPR programs. The incumbent primarily works independently, with only general work scope and guidance from management and the team leader. The incumbent is responsible for project development, coordination and implementation for most projects.

The incumbent is a recognized regional expert in emerging and innovative technologies, particularly technologies deployed via the internet and intranet.

- The incumbent has provided expert technical support and services to the Superfund Libby Asbestos team by helping develop, design and implement an “extranet” data server so that all members of the Libby Site Team, including off-site contractors, other agency personnel, and local government officials in Libby can access the primary data used for decision-making on Libby clean-up options. Development of this type of solution required gaining technology exceptions at both the regional and national EPA IRM levels to deploy an EPA service for external use. It also required the incumbent to develop a security plan, to work closely with the regions central IT program, and to work closely with all of the off-site participants to ensure mandated EPA security while allowing for the type of collaboration that the Superfund program strives to achieve. This service allows for direct communication, much closer collaboration, and fosters a level of trust with EPA partners than is normally achieved on most sites.
- The incumbent has provided expert technical support and services to the Superfund Vasquez Boulevard/I70 EPA site team by performing a design upgrade and implementation of an existing database management system built by contract support that did not provide the service needed by the site team. The incumbent performed a needs assessment, analyzed the current system performance, and re-engineered the product. The site team benefitted by having a functional system and access to all their site sampling and tracking data.
- The incumbent serves as the primary technical lead for the various regional web pages supported out of EPR, including all Superfund web pages and many of the Ecosystem Protection web pages. Incumbent has responsibility to ensure all pages meet national policy, and most importantly serve programmatic needs. Several examples exist of regional communication needs being met by rapid deployment of press releases, fact sheets and other specific site information, most notably for Libby, Shattuck, and Basin sites. The incumbent coordinates with IT personnel and with program personnel on a continuous basis, and applies unique technical skills to fulfill this task.
- The incumbent is responsible for development of the Congressional briefing documents

used by regional Superfund managers to brief regional congress representatives on Superfund activities within their states. The incumbent determines what is required from the documents, and coordinates materials from the EPR superfund program office, OCPI, and on-site GIS contractor support. The incumbent has managed this project for the last three years.

- The incumbent represents EPR on the regional web workgroup, and represent the region on national web workgroups and conferences.
- The incumbent is beginning new work to help integrate various Superfund databases through internet technologies. The goal is to make data from multiple systems available to all regional staff through a simple to use browser interface.
- The incumbent participates in innovative projects such as the Cheyenne River Sioux - Superfund joint sampling effort.

Role

The incumbent is responsible for a general technology area within the office, and is either assigned projects by the team leader or manager, or initiates projects at the request of program staff. The incumbent generally is responsible for project design, development and implementation, with minimal management oversight. The incumbent can draw on various expertises within the data team via coordination with the team leader, and recruit project participants from other programs and offices within the region.

- The incumbent is the focal point for all Superfund projects that have a web component or internet distribution. Works with and provides technical expertise in design and development of projects such as deployment of Superfund fact sheets and frequently requested Freedom of Information Act materials. Is the primary contact for internet related issues for Superfund and EPR for the rest of the region.
- The incumbent provides project management for a variety of projects within the Superfund program. Manages the Congressional Briefing documents development, and the Libby database service as examples.
- The incumbent provides technical support for internet and data/information integration projects within EPR. The incumbent is required to know all national policy and guidance on internet use, and to have the technical skills to develop materials that adhere to policy.
- The incumbent demonstrates excellent communication and leadership skills on a daily basis within the region to develop regional standards and guidelines for internet and intranet use and application deployment. As example, participation in regional and national workgroups.
- The incumbent utilizes innovative technologies to support the program missions at region 8. As example, researching and testing a variety of web deployment technologies and application server technologies for data sharing beyond just regional staff for Libby.
- Serves on several regional workgroups outside of the specific technical area on a volunteer basis, such as on the EPR training forum and as a Union representative.
- Actively participates in innovative project efforts, such as the Cheyenne River Sioux - Superfund collaborative sampling effort.

Impact/Influence

The incumbent influences and impacts many significant technical issues and standards at the regional level, and some at the national level, through his participation on various workgroups and councils. Influences technical policy development at the regional and national level.

- As a member of the national web workgroup, influences and helps shape national web standards and IT policies for the agency.
- As a member of the regional internet workgroup, influences and helps shape regional standards and guidance.
- By developing and support innovative technical solutions such as the Libby data server, impacts and influences EPA partners and PRPs.
- As a member of the EPR training forum, helps select training, both technical and non-technical, for the EPR and regional staff.
- Helps provide leadership and expertise for a variety of EPR and Superfund projects that have been previously mentioned. In addition, leadership and expertise also help develop trust and partnerships with state, federal and tribal government agencies, such as was demonstrated on the Cheyenne River Sioux sampling project.

Position Evaluation Statement

Proposed Position Title, Series and Grade: Environmental Protection Specialist, GS-0028-13, 031013

Position Location: Office of Ecosystems Protection and Remediation, Program Support, Data Team, Denver, CO

Background: The incumbent performs a variety of duties to support the Superfund Program. Primary duties for this position include supporting and integrating regional records management, environmental data database, and public access Web site computer systems. Incumbent influences regional and national policies to develop training, standards, organization of information on these systems. Incumbent studies long range agency needs and trends and incorporates them into recommendations for these computer systems. Incumbent also coordinates and develops training materials for national workshops and regional workshops related to these computer systems. Incumbent also converts and publishes Region 8 Superfund program information on the EPA's public access Web site.

References: Employee desk audit; supervisory audit; HR Advisory 511-1, An Employee Guide to Desk Audits; current position description; OPM PCS Environmental Protection Specialist, GS-0028, TS-133 dated 3/95, Administrative Work in the Information Technology Group, GS-2200, dated May 2001, Regional Order 3145.3, EPA Position Classification Guideline for Environmental Protection Specialist Positions.

Series and Title Determination: The primary duties of this position are as follows:

The incumbent serves as the primary technical lead for the various regional web pages supported out of EPR, including all Superfund web pages and many of the Ecosystem Protection web pages. Incumbent has responsibility to ensure all pages meet national policy, and most importantly serve programmatic needs. Several examples exist of regional communication needs being met by rapid deployment of press releases, fact sheets and other specific site information, most notably for Libby, Shattuck, and Basin sites. The incumbent coordinates with IT personnel and with program personnel on a continuous basis, and applies unique technical skills to fulfill this task.

The incumbent is responsible for development of the Congressional briefing documents used by regional Superfund managers to brief regional congress representatives on Superfund activities within their states. The incumbent determines what is required from the documents, and coordinates materials from the EPR superfund program office, OCPI, and on-site GIS contractor support. The incumbent has managed this project for the last three years.

The incumbent represents EPR on the regional web workgroup, and represent the region on national web workgroups and conferences.

The incumbent is beginning new work to help integrate various Superfund databases through internet technologies. The goal is to make data from multiple systems available to all regional staff through a simple to use browser interface.

The incumbent participates in innovative projects such as the Cheyenne River Sioux - Superfund joint sampling effort.

This position was evaluated against the Administrative Work in the Information Technology Group, GS-2200, dated May 2001, including discussions with Subject Matter Experts in the field of Information Technology and it was determined that this position did not fall under this standard because the database work was not of an architectural nature and that was absolutely necessary to be included under that standard. In addition, the Team Leader over this position declared that if the position were vacant, finding a person with the programmatic background would be paramount to someone with the Computer Technology skills.

I have determined that this position does not fit the Internet grouping of the 2200 Standard because that grouping requires broader responsibilities in database architecture, and because the duties described are done for the whole Region by an employee in TMS.

This position is best described by the Environmental Protection Specialist, GS-0028 series which includes positions responsible for performing administrative or program work relating to environmental protection. These positions require knowledge of the principles and methods of administering environmental protection programs and the laws and regulations related to environmental protection activities.

Environmental Protection Specialist, GS-0028-00.

Grade-Level Determination: This position was classified using the Environmental Protection Specialist, GS-0028 classification standard and Regional Order 3145.3. The attached factor-by-factor evaluation results in the grade-level determination of **Environmental Protection Specialist, GS-0028-13.**

Position Classification Evaluation Statement

Position Number: 031013

Organization: EPR, Program Support, Data Team, Denver, CO

POSITION TITLE, SERIES, AND GRADE:

Environmental Protection Specialist, GS-0028-13

Evaluation Factors	Level	Points
Knowledge Required by the Position	1-8	1550
Supervisory Controls	2-4	450
Guidelines	3-4	450
Complexity	4-5	325
Scope and Effect	5-5	325
Personal Contacts	6-3	60
Purpose of Contacts	7-3	120
Physical Demands	8-1	5
Work Environment	9-1	5
Total Points		3290
Final Grade		GS-13

Standard used to evaluate the position was Environmental Protection Specialist Series, dated March 1995, TS-133, Regional Order 3145.3; Administrative Work in the Information Technology Group, GS-2200, dated May 2001

Valerie Martin
Valerie Martin, HR Advisor/Data Specialist

11/21/02
Date